

# Edublogs

(WordPress)

## An Introductory Manual



Gail Desler (with input from many others)

### AREA 3 WRITING PROJECT

Last updated March 26, 2007

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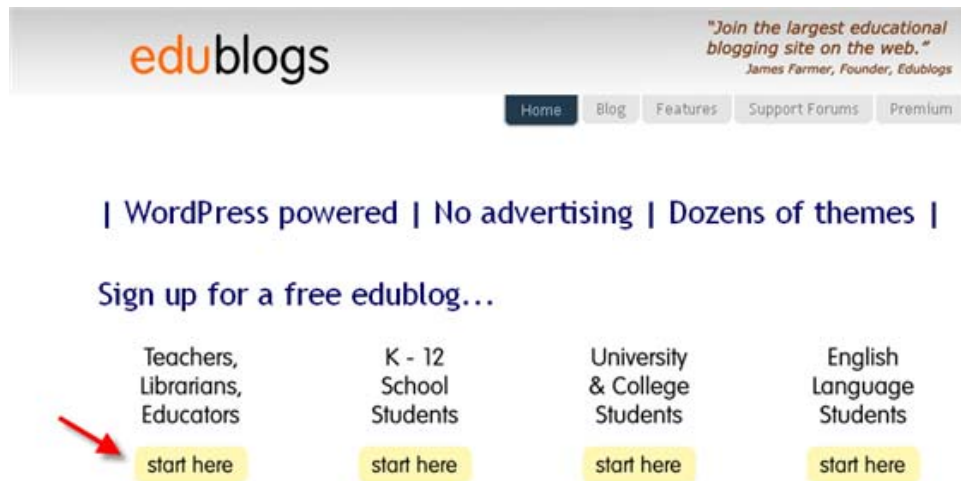
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*"Blogging across the curriculum offers students and teachers not only the ability to infuse writing into all disciplines, it facilitates connections in ways that plain paper cannot."*

Will Richardson, *Blogs, Wikis, Podcasts, and Other Powerful Web tools for Classrooms*

## Getting Started

To create your blog, go to [www.edublogs.org](http://www.edublogs.org), which will bring you to the registration page. Scroll down to and click on the *Start here* button under the *Teachers, Librarians, Educators* section.



When the next screen appears, you will be asked to choose a username. Choose carefully!!! Your username becomes part of your blog URL and **cannot** be changed. For instance, if I put *moonbeam* as my username, the URL for my blog will be <http://moonbeam.edublogs.org>.

Add your email address, enter the verification code, and click on the *Next* button.

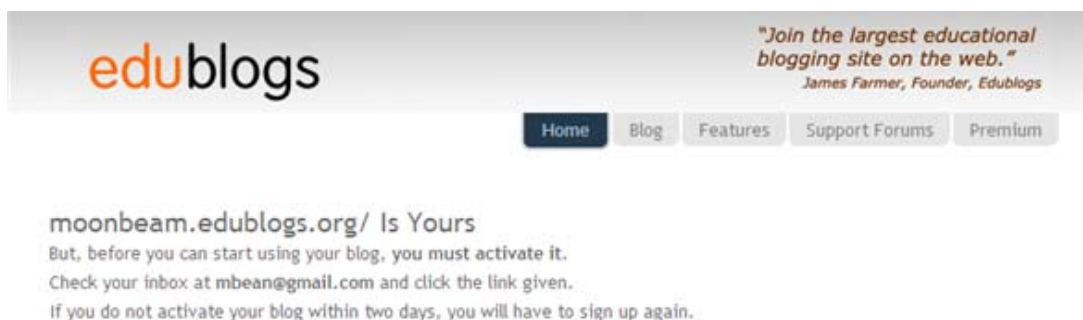
The image shows the edublogs registration form. At the top, there's a navigation bar with the edublogs logo and a quote from James Farmer. Below the navigation bar, there's a section with the text "Get your own Edublogs.org account in seconds" and "Fill out this one-step form and you'll be blogging seconds later!". The form has three main sections: "Username:", "Email Address:", and "Verification:". The "Username:" section has a text input field and a note "(Must be at least 4 characters, letters and numbers only.)". The "Email Address:" section has a text input field and a note "(We'll send your password to this address, so triple-check it.)". The "Verification:" section has a CAPTCHA image showing the numbers "944J3" and a text input field with the label "Please enter the code shown above to prove you are human:". Below the CAPTCHA, there are two radio buttons: "Gimme a blog!" (selected) and "Just a username, please.". At the bottom, there's a large "Next »" button. A red box with a tip is overlaid on the right side of the form, containing the text: "Tip: Do NOT leave any spaces in your user name (unless you like seeing % signs in your URL)."

You can relax about choosing a *Blog Title* because, unlike your username, you can change the title of your blog whenever you wish. Enter your title and click on the *Signup* button.



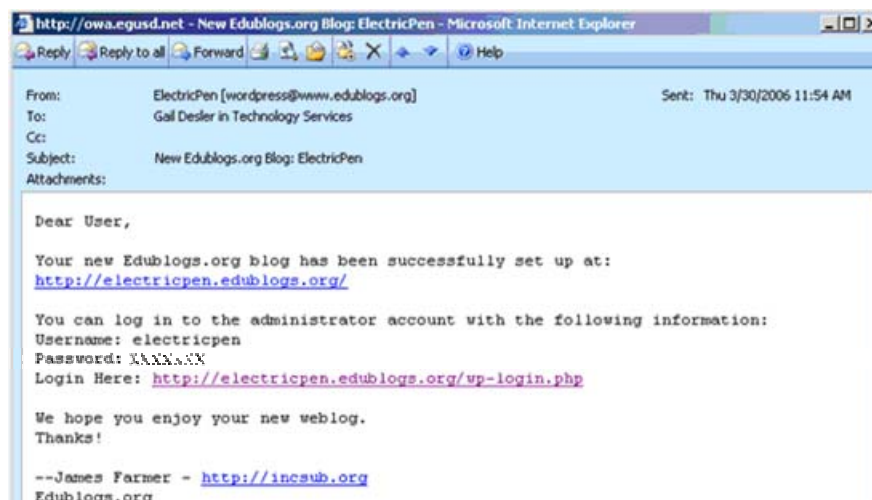
The screenshot shows the edublogs website's signup page. At the top, the edublogs logo is on the left, and a quote from James Farmer, Founder of Edublogs, is on the right. Below the quote are navigation buttons: Home, Blog, Features, Support Forums, and Premium. The main form has three sections: 'Blog Domain:' with a text box containing 'moonbeam.edublogs.org/' and a note that the address will be 'domain.edublogs.org/' and must be at least 4 characters; 'Blog Title:' with a text box containing 'To Infinity and Back'; and 'Privacy:' with a checked checkbox for 'I would like my blog to appear in search engines like Google and Technorati, and in public listings around this site.' At the bottom is a large 'Signup »' button.

When the next screen appears, you are almost ready to start blogging! First you need to check your email for a message from edublogs, which will have an activation link for you to click on.



The screenshot shows the edublogs website's activation page. At the top, the edublogs logo is on the left, and a quote from James Farmer, Founder of Edublogs, is on the right. Below the quote are navigation buttons: Home, Blog, Features, Support Forums, and Premium. The main content area says 'moonbeam.edublogs.org/ Is Yours' and provides instructions: 'But, before you can start using your blog, you must activate it. Check your inbox at mbean@gmail.com and click the link given. If you do not activate your blog within two days, you will have to sign up again.'

Once you have activated your account, you will very quickly receive a second email that will contain both your assigned password (which you will soon change) and a link to your blog. Record or print out your user name and password and click on the *Login Here* link.



**Note:** You will most likely also receive an email confirmation for your Wikispaces account, sometimes even BEFORE you get the confirmation from Edublogs. Your login information for your Wikispaces is exactly the same as your Edublogs login, so if you get that one first, you are all set to login to your Edublogs blog.

Each time you visit your blog, you'll need to login. From your home page, locate the *Meta* section of the navigation bar. Click on *Login*.



**Note:** If you're already logged in, instead of *Login*, you will see *Site Admin*.

Login to your blog with the exact user name and password listed in your Edublog email. Click on the **Login** button.

A screenshot of the WordPress login page. At the top is the WordPress logo and the word 'WORDPRESS'. Below that are two input fields: 'Username:' with the text 'blogwalker' and 'Password:' with five dots. There is a 'Remember me' checkbox. A 'Login »' button is on the right. At the bottom are two links: « Back to blog and Lost your password?.

## Viewing Your Blog

There are two views in an Edublog (or any blog, for that matter): the *Dashboard*, which is your working area and the *View*, which is what visitors to your blog will see. Each time you login, you will initially enter the *Dashboard*. From this page, you can see any recent activity on your site and any recent announcements for Edublogs. In the **Latest Activity** box, you'll be able to see at a glance if anyone has made new comments to any of your posts, or if there are comments that need moderation.

Toward the top of the screen is a list of menu options: *Dashboard*, *Write*, *Manage*, *Blogroll*, *Presentation*, *Plugins*, *Users*, *Options*. These options are the same on every panel you work in inside the Administrative Area.

## Dashboard

### Welcome to edublogs.org

Use these links to get started:

- [Write a post](#)
- [Update your profile or change your password](#)
- [Add a bookmark to your blogroll](#)
- [Change your site's look or theme](#)

### Edublogs News

#### [New themes & widgets a go go](#) — 10 days ago

For your presentation delectation we've just uploaded a heap of new themes. They're all 'widget friendly' (check out the 'Widget tab under the presentation bar) and many allow customisation of site headers (in theme options). Have a play and let me know if there are any bugs or issues.

#### [Upload upgrade this weekend \(11-12 Nov\)](#) — 21 days ago

I'm having really relaxing weekends these days :) This weekend we're upgrading the uploading function, unfortunately this won't give you any more functionality but it will allow for the site to continue growing without all your uploads breaking. So there's a good chance that files that you've previously uploaded will disappear for a time... but they'll be [...]

## Latest Activity

### Incoming Links [More >](#)

- No results found

### Comments >

#### Comments in moderation (1) >

- [cosmo on We do NOT need DOPA](#) (edit)
- [cosmo on We do NOT need DOPA](#) (edit)
- [Gail D on A Conversation with Will Richardson and Alan November](#) (edit)
- [Mr WordPress on Teaching and Learning in an Electronic Age](#) (edit)

### Posts >

- [Podcasting - Hear you later](#)
- [We do NOT need DOPA](#)
- [Moving from Manila to WP](#)
- [Bud the Teacher: Yarn Blogging](#)
- [David Warlick Sums It Up](#)

### Blog Stats

There are currently 8 [posts](#) and 4 [comments](#), contained within 12 [categories](#).

## Changing Your Password

To change your password, click on the *Users* menu.

BlogWalker (View site >)

Dashboard
Write
Manage
Blogroll
Presentation
Plugins
**Users**
Options

Authors & Users
**Your Profile**

## Your Profile and Personal Options

### Personal Options

☒ Use the visual editor when writing

## Update Your Password

If you would like to change your password type a new one twice below. Otherwise leave this blank.

New Password:

Type it one more time:

Scroll down to the *Update Your Password* box in the lower right corner of the panel and enter your new password. Don't forget to click on the *Update Profile* button (bottom right-hand corner) in order to save your new password.

## Changing Other Information in the Users Panel

You cannot change your username. However, you can change your nickname. This is the name that is displayed by any posts that you create. Simply type your new nickname in the *Nickname* box and click the *Update Profile* button.

BlogWalker (View site >) Howdy, **blogwalker**. [Sign Out]

Dashboard Write Manage Blogroll Presentation Plugins **Users** Options Wikispaces

Authors & Users **Your Profile**

## Your Profile and Personal Options

### Personal Options

☒ Use the visual editor when writing

Update Profile »

#### Name

Username: (no editing)  
blogwalker

First name:

Last name:

Nickname:  
gail

Display name publicly as:  
blogwalker

#### Contact Info

E-mail: (required)  
gailhd@jps.net

Website:  
http://blogwalker.edublogs.org/

AIM:

Yahoo IM:

Jabber / Google Talk:

You will need to select your new display name from the drop-down menu. Press *Update Profile* once more.

Note: Your email address will not be displayed on your blog or in your profile. This information is used by Edublogs.

## Creating a Post or Page

To write your first post, click on the *Write* menu. There are two options for posting: 1) *Write Post* or 2) *Write Page*. To write a post, give your post a title, add your content, and click *Publish* button. You have a number of options available in the formatting bar, such as bold, italic, and create a bulleted list.

BlogWalker (View site >) Howdy, **blogwalker**. [Sign Out]

Dashboard **Write** Manage Blogroll Presentation Plugins Users Options Wikispaces

**Write Post** Write Page

Title  
NCTE Join the Blogosphere

Post  
Editor HTML

Paragraph

I'm looking forward to the upcoming ACE workshop: Computers in the English Class.

Path: p

Categories

Add

Separate multiple categories with commas.

☐ Blog Classes

☐ Blogging

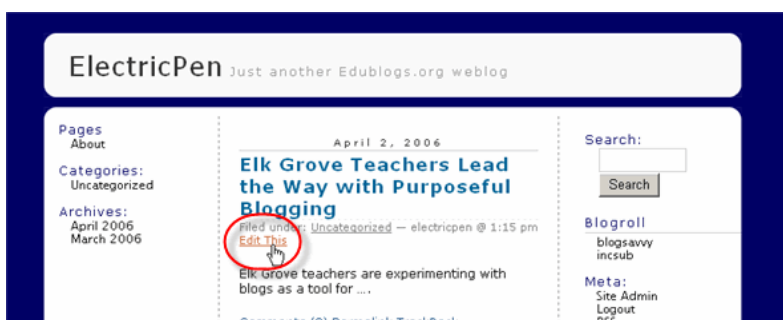
☐ Blogroll

☐ Blogs

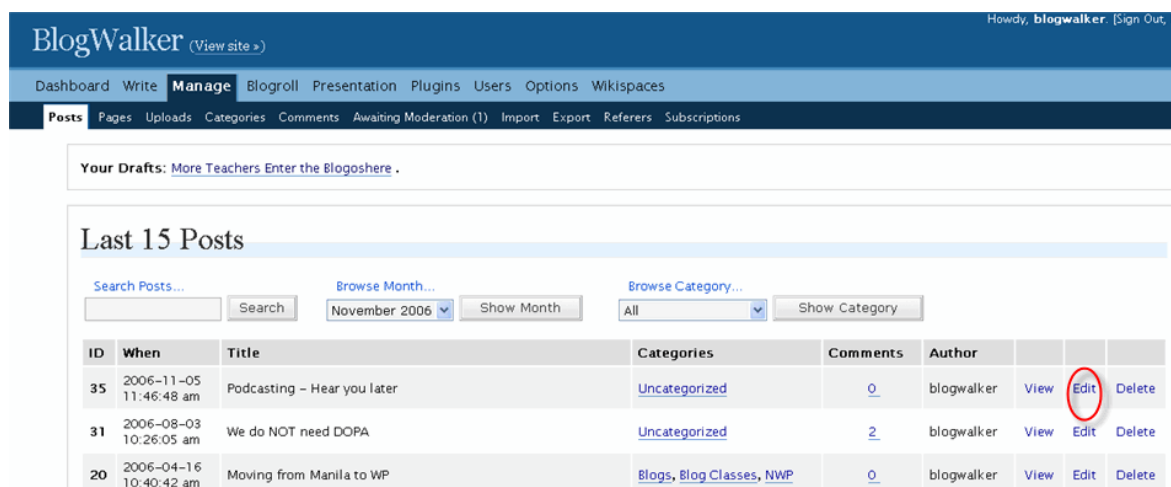
Saving Draft... Save and Continue Editing Save **Publish**

## Editing a Post

You can edit any post from either the *View site* screen or your *Dashboard*. To edit from the *View site* screen, locate the post and click on the *Edit This* link.



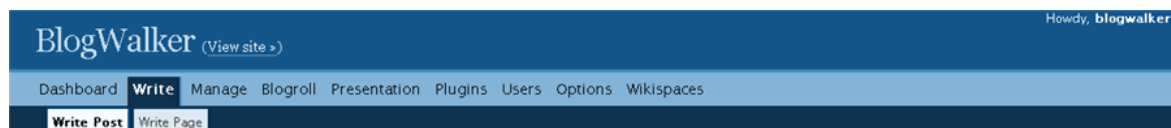
To edit from your *Dashboard*, click on *Manage > Posts*. Click on the *Edit* link.



Regardless of which screen you choose for editing your posts, remember to click on the *Save* button when you have completed editing and/or revising your post.

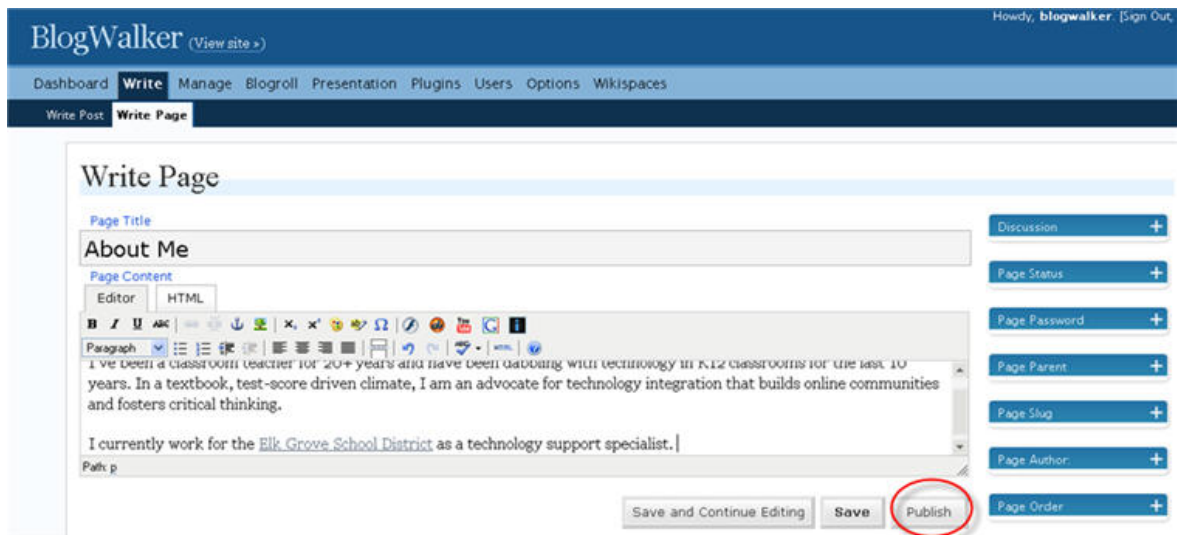
## Creating Pages

For the most part, you will be creating posts, which tend to be short items. If you wish to post a static item that would not be open for comments, such as an *About Me* page, this is when you would write a *Page* rather than a *Post*. From your *Dashboard*, click on the *Write* menu and select the *Write Page* option.



Enter your title, type (or paste) your page content, and click on the *Publish* button.

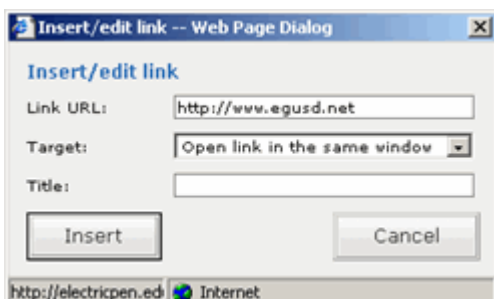
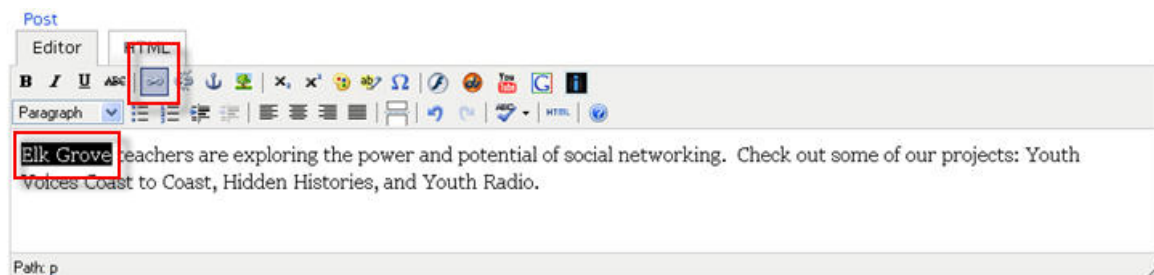




Note: In the *Post Pages Panel*, you'll notice a *Page Order* option on the right side of the panel. Unfortunately, this feature does not seem to work in many of the WordPress themes.

## Adding Hyperlinks to a Post (or Page)

Blogs posts often include hyperlinks, which take your readers to other blogs, websites, or even to another area within your blog. To create a link from your blog to the district website, for instance, start by selecting the word or phrase you wish to turn into a link. From the formatting bar, click on the chain link icon.



Type or – better yet – paste in the URL. Click on *Insert*. Whatever you selected in your post is now underlined. To test your link, click on *View site*.

## Creating Categories

Categories make it possible, at the click of the mouse, to reorganize your chronological postings according to themes or subjects. To set up categories for your blog, click *Manage > Categories*. Scroll to the *Add New Category* box, enter your new category, and click on the *Add Categories* button (bottom right-hand corner).

BlogWalker (View site >) Howdy, **blogwalker**. (Sign Out)

Dashboard Write **Manage** Blogroll Presentation Plugins Users Options Wikispaces

Posts Pages Uploads **Categories** Comments Awaiting Moderation (1) Import Export Referers Subscriptions

### Categories (add new)

ID	Name	Description	Posts	Bookmarks	Action	
4076	Blog Classes		1	0	Edit	Delete
122	Bloggng		0	0	Edit	Delete
2378	Blogroll		0	0	Edit	Delete
568	Blogs		5	0	Edit	Delete

## Assigning Categories

The default category for any post is *Uncategorized*. To assign a different category, click on the category you wish to assign to the post. You can assign a post to multiple categories.

Dashboard Write **Manage** Blogroll Presentation Plugins Users Options Wikispaces

Posts Pages Uploads Categories Comments Awaiting Moderation (1) Import Export Referers Subscriptions

Title

More Teachers Enter the Blogoshere

Post

Editor HTML

**B** *I* U ABC Paragraph

Elk Grove teachers are exploring the power and potential of social networking. Check out some of our projects: Youth Radio, Youth Voices Coast to Coast, and Hidden Histories.

Path: p

Saving Draft... Save and Continue Editing Save Publish

Categories

Add

Separate multiple categories with commas.

☒ Blog Classes

☐ Bloggng

☐ Blogroll

☐ Blogs

## Adding Links to Your Navigation Bar

To add a link, start by clicking on the *Links* in your *Dashboard* navigation bar. Choose the *Add Link* option. Type or copy and paste the *URL* and add the *Link Name* (this is what your readers will see when they view your navigation bar rather than the actual <http://www.egusd.net/> web address). Click on the *Add Link* button.

BlogWalker (View site ») Howdy, [blogwalker](#). [Sign Out, M...]

Dashboard Write Manage **Blogroll** Presentation Plugins Users Options Wikispaces

Manage Blogroll **Add Link** Import Links

---

### Add Link

Name:

Address:

Description:

Link Relationship (XFN)

Categories

Separate multiple categories with commas.

☐ Blog Classes

☐ Blogging

☐ Blogroll

☐ Blogs

The default category for navigation bar links is *Blogroll*. If you are planning on adding many links, you'll probably want to create categories for your links. Click on the *Link Categories* menu to add your categories. Once you have added Link Categories, you can assign all your links to the appropriate link categories.

## Changing the Presentation (Theme)

From your *Dashboard* screen, click on the *Presentation* menu.


BlogWalker (View site »)

Dashboard Write Manage Blogroll **Presentation** Plugins Users Options Wikispaces

**Themes** Sidebar Widgets

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### Current Theme



Thoughts by [Lisa Sabin-Wilson](#)

A muted blueness.

### Available Themes

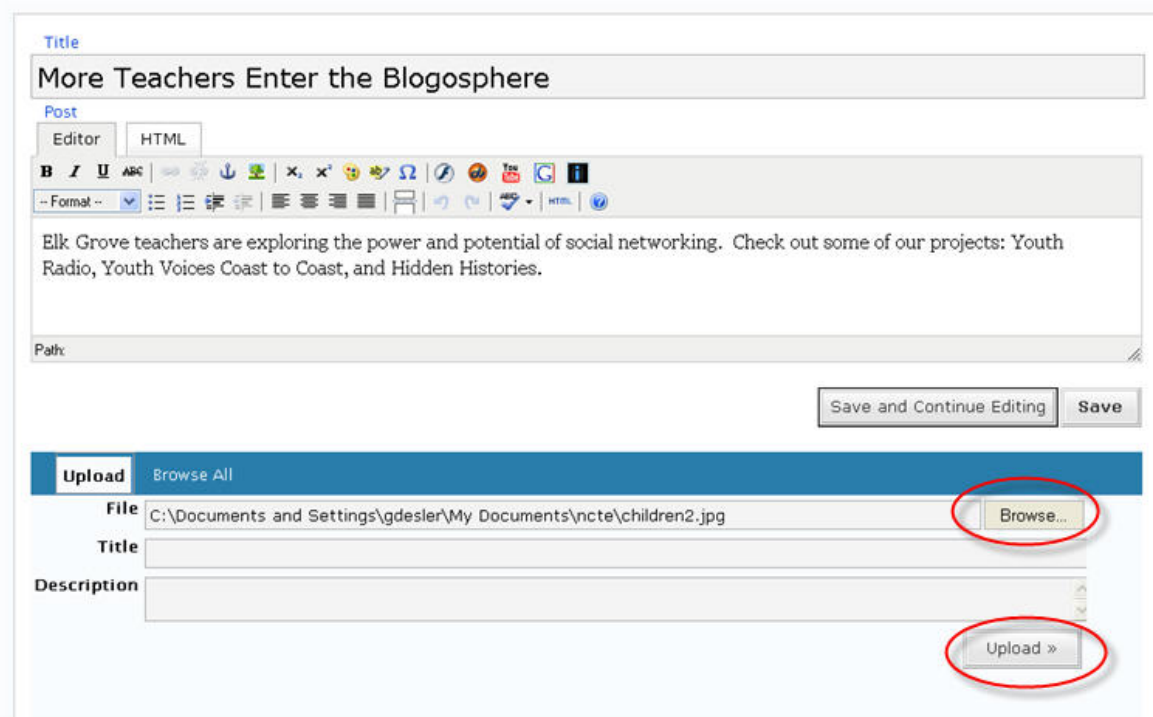
Click on any of the themes to update your blog. To see what your new theme looks like on your site, click on the *View site* link (top of your blog, next to your blog name). To return

to the *Dashboard* from the *View site* screen, look for the *Site Admin* link on your navigation bar. *Note:* The location of your navigation bar and *Site Admin* link varies according to theme design.

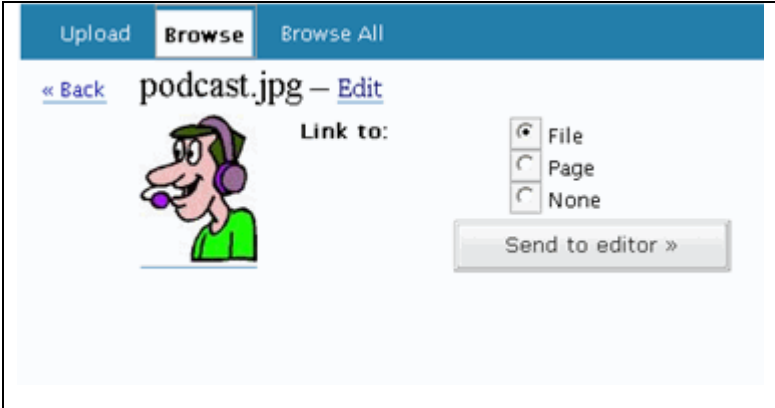


## Adding Images to Your Blog

The first step to adding an image is to browse to and upload the image to your blog. From the *Write Post* or *Write Page* panel, scroll down below the post area until you see the area for uploading images. Click the Browse button and navigate to wherever you have saved the image(s) you wish to upload. You may put a title for your image or leave this line blank.

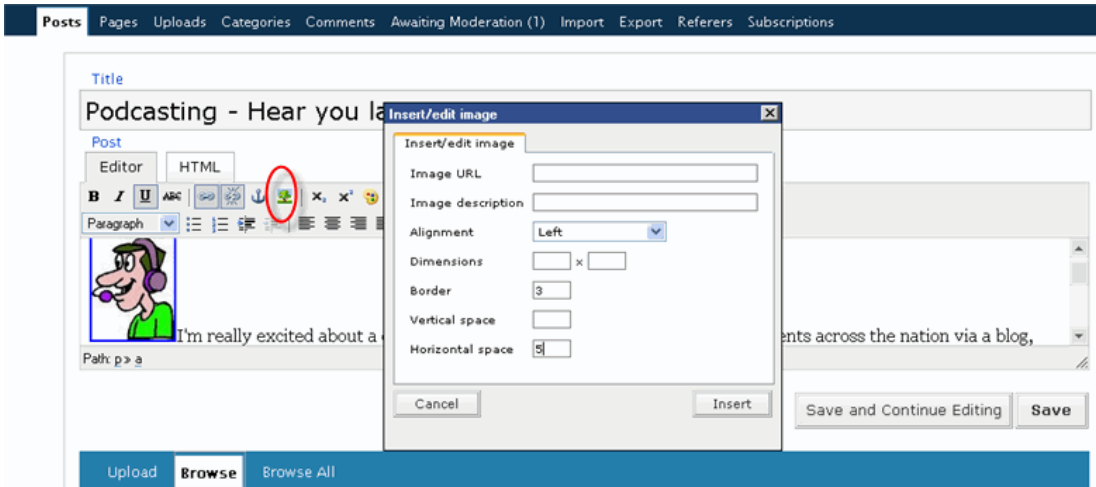


When you click on the **Upload** button, the image appears in the image bin.

	<p>After your image has been uploaded to the bin, click on the <i>Send to Editor</i> link – or just drag and drop the image into your post.</p>
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## Formatting Images

To re-position your picture, click on the tree icon and select an alignment option. To add some padding around your image, add a few pixels to the *Vertical space* and/or *Horizontal space* boxes.

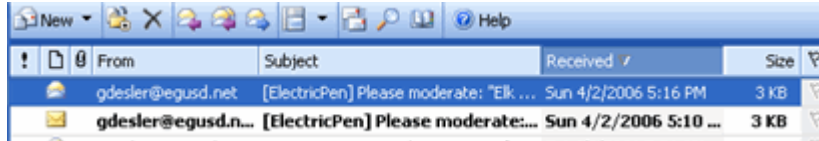
	<p><b>Note:</b> To add multiple images to the same post, click on <i>Upload</i> and browse to the next image. Do not delete the other image(s).</p>
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## Monitoring Your Blog

Concerned about the possibility of someone from the general public posting inappropriate comments to your blog? No need to worry because you have complete control of what is

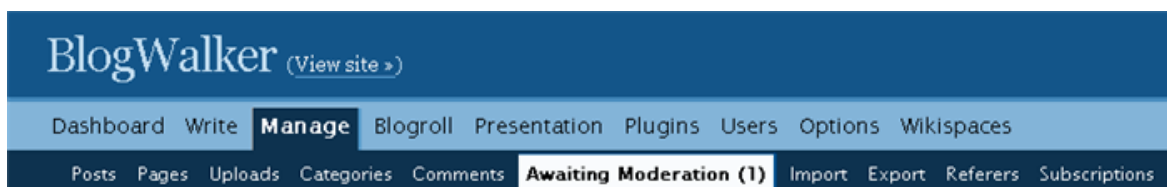
actually published to your blog. For maximum control, make sure all three options for *Before a comment appears* box are checked.

By selecting the *E-mail me whenever anyone posts a comment* option, you will receive an email message that looks something like this:



## Moderating Comments

To moderate comments, go to *Manage > Awaiting Moderation* (Note the (1), which indicates one comment is awaiting your approval or deletion.



## Approving Comments

To approve a comment, click on the *Approve* radio button and click on the *Moderate Comments* button. If you click on the *View site* link, you will see that the approved comment now appears under the *Comments* link of that particular post.

**Moderation Queue**

1. **Name:** socrates | **E-mail:** [gdesler@egusd.net](mailto:gdesler@egusd.net) | **IP:** 68.166.37.78 | **Date:** April 2, 2006

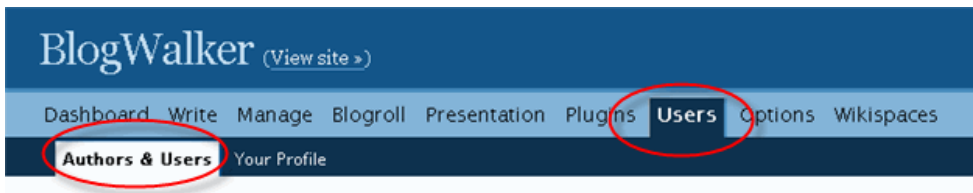
Purposeful blogging is hard to pin down.

[Edit](#) | [View Post](#) | [Delete just this comment](#) | Bulk action: ☒ Approve ☐ Spam ☐ Delete ☐ Defer until later

[Moderate Comments »](#)

## Adding Edublog Community Users

If you wish to limit posting comments on your blog to Edublog members only or to provide greater posting privileges to certain individuals, you will need to add their login names to your *Users* list. From your *Dashboard*, click on the *Users* menu > *Authors & Users*. Scroll down to the *Add User From Community* box.



When you add users, you can also determine what their permissions (capabilities) are by assigning one of five roles from the *Role* drop-down box. The default selection is *Subscriber*. A *Subscriber* can see the *Dashboard* and edit his/her own profile. That is all. A *Contributor* can draft posts but cannot publish them. An *Author* can publish posts. An *Editor* can edit other people's posts and can manage categories, links, comments, and pages. An *Administrator* can do everything. Each role is simply a set of capabilities. The *Editor* and *Administrator* roles have the capability to edit posts that do not belong to them. They can edit anyone's posts, including each other's.

**Add User From Community**

Type the username of another user to add them to your blog.

**User Login:**

**Role:**

[Add User »](#)

## Limiting Comments to Edublog Community Members

If you wish to limit posting only to members you have added to your Edublog community, go to your *Options* menu > *General*. Click in the *Membership* checkbox to require that users are registered (members of your community) and logged on in order to comment. By selecting the *Membership* option, anyone who clicks on the comment link for any post, will be redirected to a WordPress login box. Don't forget to click on the *Update Options* button.

BlogWalker (View site ») Howdy, blogwalker. [Sign Out, M]

Dashboard Write Manage Blogroll Presentation Plugins Users **Options** Wikispaces

**General** Writing Reading Discussion Privacy Permalinks Bad Behavior Delete Blog Subscribe to Comments

### General Options

**Weblog title:** BlogWalker

**Tagline:** Muddling Through the Blogosphere  
In a few words, explain what this weblog is about.

**Membership:** ☒ Users must be registered and logged in to comment

**E-mail address:** gailbd8jps.net

This address is used only for admin purposes. If you change this we will send you an email at your new address to confirm it. **The new address will not become active until confirmed.**

**Update Options »**

## Removing the Wikispaces Banner from Your Sidebar

As of April, all Edublogs come with Wikispaces, a free wiki. We'll be working with wikis in our Advanced Blogging class (coming soon). In the meantime, if you would like to turn the Wikispaces banner off, click on the *Wikispaces* link in your *Dashboard* toolbar. Deselect the *Show Badge on Edublog* box.

Dashboard Write Manage Links Presentation Plugins Users Options Yacapaca Forums **Wikispaces**

### Wikispaces Options

**Wikispaces Name:** BlogWalker  
This is the name of your Wiki at Wikispaces. If you do not have a wiki, you can [create a free one](#).

**Show Badge on Edublog:** ☒

**Badge Color:** FFFFFFFF

**Badge Background Color:** 006000

**Badge Width:** 160

**Save Settings**

**Visit your Wikispaces:** <https://BlogWalker.wikispaces.com>

**. Wiki**

**BlogWalker wiki**

No changes in the last 30 days

**Badge Preview:**

## Frequently Asked Questions

1. Do you establish a user account for each student (or SI Fellow) to login and post to the blog?



Yes ... or they can create their own if you have permissions set to let them register for the blog. The benefit here is that they can track their own posts, and you can, too.

2. Has anyone had success setting up multiple users on Edublogs? The help forum was a bit confusing to me, but I couldn't seem to set up other users. Wouldn't this limit the usefulness of the blog if multiple authors are not permitted?

Edublogs uses WordPressMU (Multi-User), a slightly modified release of WordPress. A normal WPMU install lets you create your own users in your own blogs. For some reason, Edublogs only lets you bring users in who have registered with their site, effectively giving all users their own blog just so that you can log them into yours. This seems like a really bad idea for teachers. You might email Edublogs and ask them to change this ... I'm not sure of the logic they're using if they're trying to get teachers to use the site -- surely they don't want to create 100+ new blogs just so on teacher can have her students all working on her one blog ...

3. For those using WordPress, what level of user do you set for your students?

In WordPress 2.0, which WPMU uses, you'd want them to be "contributors" or possibly "editors" ... Contributor will let them post their work and edit their own work; Editor lets them edit each other's work. There are good reasons for both, but mostly, they just need to edit their own posts and comments.